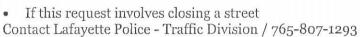


SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

DIRECTIONS

Step One:





• If this request involves renting the Big Four Depot - Community Room Contact Lafayette Parks Department for availability / 765-807-1500

Step Two:

• Complete and submit this application to Lafayette Engineering D ϵ artment City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1050

<u>User Information</u>					
Date of Function: FMRUARY 17 Time: From: 5:30 am/pm)to: 8:30 am/pm					
Date of Function: FUNDARY 17 Time: From: 5:30 am/pm to: 8:30 am/pm Name: EMUM BUTLER Organization: MAMSTER, Lataylete Parks FREC					
Street Address: 2351 N. 20th St.					
City: Lutayette State: IN Zip Code: 47904					
City: Lutzugette State: IN Zip Code: 47904 Contact person(s): Emily Buttle Phone Number(s): (765)807-1361					
Email: Mutter @ lafayette.in.gov					
Event Description: FATHER DAUGHTER DANCE					
Caterer: NA Caterer's Phone Number: NA					
This event will utilize the following venues (check all that apply):					
Big 4 Depot - Community Room Riehle Plaza John T. Myers Bridge					
City Right-of-way City Street Sidewalk Other					
This event will include the following elements (check all that apply):					
Anticipated Attendance:					
Street/Sidewalk/Right-of-way restriction or closure Food or Beverages					
Restroom Facilities (required for events 4+ hours) Tents/Canopies					
Alcohol (security is required) Security (required when serving alcohol)					
Amusement & Entertainment Permit # Not sure if you need an A&E Permit? Go to: http://www.in.gov/dhs/2795.htm					
Stage Stage Outdoor cooker/grill Other					

Optional Equipment & Services:

Traffic Control: barricades, *No Parking* signs, \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

) / a	ays 14	days 21	days 	42	days
	Pre-planning		Notices	Event Prepara	Event Preparation	
Begin	1st week	2nd week	3rd week	4th week 5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval		Date of Event

Appl	ication submittal checklis	<u>st</u>				
$ \sqrt{} $	Application					
	Pre-event meeting (if required)					
\Box ,	Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)					
	Letter of request to Board of Works (omit if only using Big Four Depot community room)					
	Receipt – payment made to City of Lafayette or Lafayette Parks Department					
	Damage Deposit:	\$	(required only when renting Depot)			
×	Permit Fee:	\$ NIMIVED	(fee waived when renting Depot)			
	Rental Fee:	\$				
M	Equipment & Services:	\$	(optional)			
$ \sqrt{} $	Certificate of Insurance City Insurance on file					
	Amusement & Entertainment Permit #					
	Traffic Control / Public Safety / Emergency Plan					
3/	User Agreement					
\checkmark	Board of Public Works and Safety meeting (if required)					

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, it officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"	"User"
By:	By: CMilly Butles Signature
•	Signature
	Printed: Emily Butur
	Date: 1/17/18

To whom it may concern:

Lafayette Parks and Recreation and McAllister Recreation Center are excited to host the Inaugural Father Daughter Dance on Saturday, February 17 from 6:00 p.m. to 8:00 p.m. This event is geared towards young girls, between the ages of 3 to 14 years old, and their fathers, guardians, or male role model to provide a magical night they won't forget.

One of the experiences we would like to provide is a "Carriage Ride" around the McAllister block. This ride would start at the front entrance of McAllister on 20th street, turn left on Albany street, left on 22nd street, left on Roosevelt, then one last left onto 20th street again and stop at the entrance of the building again. I have attached a map with an outline of the route around McAllister. We would not block off any streets or access to houses on these streets. We feel these streets are large enough to share with local traffic.

With your approval we feel this would be a unique opportunity to provide for these girls and their fathers/guardians on a special night. Please let us know if you have any questions.

